



COMMUNITY RESOURCES MANAGER,
DEPARTMENT OF CORRECTIONS
Final Filing Date: October 23, 2008

OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:
DEPARTMENT OF CORRECTIONS AND REHABILITATION

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing period(s) for this examination are: **JANUARY - DECEMBER**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit Examination Application (Std. Form 678)

By mail with: or In person with:
Department of Corrections and Rehabilitation Office of Selection Services
P.O. Box 942883
Sacramento, CA 94283-0001
(916) 322-2545
Department of Corrections and Rehabilitation
Office of Selection Services
1515 "S" Street, Room 522-N
Sacramento, CA 95811-7243
(916) 322-2545

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Office of Selection Services.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS **October 23, 2008** is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason. All applicants must meet the education and/or experience requirements for this examination by the final filing date.

Please note: Candidates may only test once for this examination during a 12-month period. Candidates who participated in the examination with a final filing date of **March 27, 2008**, regardless of passing or failing the examination, cannot re-apply for this examination administration.

TEST DATE Information will be provided to accepted applicants by letter.

SALARY RANGE(S) As of: **September 11, 2008**
\$5,191 - \$7,254

MINIMUM QUALIFICATIONS **Either I**

Broad and extensive experience, at least five years, which shall have developed an understanding of correctional institution programs, including inmate custody and classification within the Department of Corrections. This experience must have included at least two years in the California state service performing duties at the level of responsibility of a Correctional Counselor II (Supervisor) or Correctional Lieutenant.

Or II

Experience: Three years of managerial or second level supervisory experience in developing and implementing community service programs or serving as a liaison to community-based organizations or service groups in one or more of the following areas:

1. Criminal Justice. or
2. Law Enforcement. or
3. Government. or
4. A multi-service program.

(Experience in the California state service applied toward this requirement must include at least two years performing duties at the level of responsibility of a Correctional Counselor II (Supervisor) or Correctional Lieutenant.)

And

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted on a year-for-year basis.)

Special Personal Characteristics:
Ability to effectively present the Warden, Assistant Director, or Director in the community; ability to successfully interact with a wide range of community individuals and with correctional staff; demonstrated capability to develop, coordinate, and obtain community-based resources; sympathetic or empathetic understanding of the problems of correctional institution staff and inmates; tact; emotional stability; maturity; and neat personal appearance.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

MINIMUM QUALIFICATIONS (CONTINUED)	<p>NOTE: Equivalent to graduation from college refers to a Bachelor's degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four year Bachelor's degree.</p>
EXAMINATION PLAN	<p>This examination will consist of Training and Experience Evaluation (Supplemental Application) weighted 100%. Candidates who meet the minimum qualifications for this examination will be mailed a Supplemental Application to complete. The Supplemental Application will contain job-related questions covering the candidate's personal experience as it pertains to the scope of the classification.</p> <p>In order to obtain a position on the eligible list, a minimum rating of 70% must be attained on the Supplemental Application. CANDIDATES WHO DO NOT RETURN OR COMPLETE THE SUPPLEMENTAL APPLICATION WILL BE ELIMINATED FROM THIS EXAMINATION.</p> <p>Training and Experience Evaluation (Supplemental Application) -- Weighted 100.00%</p> <p>Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:</p> <p>Knowledge of:</p> <ol style="list-style-type: none">1. The dynamic relationship between a correctional institution and the community2. Modern principles and practices in penal administration and criminology3. Provisions of religious services within the correctional setting4. Current theory and practice in regard to volunteer recruitment, training, supervision, retention, and evaluation5. The role of citizen advisors in corrections6. Use of contracted services for inmate/family-related issues7. Training methods and planning and conducting in-service training programs8. Community organizations, facilities, and services, both volunteer and non-volunteer9. Principles and techniques for developing effective public relations10. Dynamics of interpersonal relationships and behavior11. Survey methods12. Analytical techniques13. Influencing public opinion14. Victims and victim rights groups' needs15. Effective fundraising techniques16. Contractual requirements for services for inmates/families17. Survey methods18. Institution administration and program personnel19. Institutional programs both custody and noncustody, regulations, and functions of the California Department of Corrections and Rehabilitation and the Board of Parole Hearings20. Principles of audits and corrective action plans21. Successful program monitoring methods22. Development and application of strategic plans and key business objectives23. Principles of budget and cost allocations24. Contract management requirements in State service25. The structure and functions of nonprofit organizations and Board of Directors26. Mission of all major departmental programs27. Impact of current and proposed legislation on Department programming28. Rules and regulations governing religion, Arts in Corrections, services to communities, volunteer services, gifts and donations, and service contracts29. Current and pending litigation and/or court mandates relative to all areas of responsibility30. Principles of effective supervision31. Supervisory responsibilities under the Ralph C. Dills Act32. Supervisor's role in promoting equal opportunity in hiring, development, and promotion of employees and for maintaining a work environment which is free of discrimination and harassment <p>Ability to:</p> <ol style="list-style-type: none">1. Formulate, plan, organize, and direct community-based programs for inmates related to religion, art, services to communities, self-help groups, and volunteers2. Supervise in-prison programs for art and religion3. Develop, allocate, coordinate, and control all community resources within a correctional institution4. Establish and maintain cooperative working relations with elected officials, staff members, public agencies, local education agencies, Citizen Advisory Committees, victim service organizations, art-related organizations, religious organizations, and civic groups5. Develop and implement activities for funds and services6. Analyze and evaluate highly sensitive program areas and situations accurately and take effective action7. Collect and interpret data8. Write clear and concise reports9. Effectively articulate resource needs by making verbal presentations to small and large community groups10. Design and implement new programs11. Develop and conduct training and orientation programs12. Keep abreast of trends and dynamic issues in the field13. Provide liaison between major Department community programs14. Coordinate and/or conduct formal audits15. Plan, organize, direct, and evaluate the work of employees16. Assess the training needs of employees17. Develop staff18. Understand and fulfill supervisory responsibilities under the Ralph C. Dills Act19. Effectively promote equal opportunity in employment and maintain a work environment which is free of discrimination and harassment

ELIGIBLE LIST INFORMATION	Names of successful candidates will be merged into the existing list in order of final scores. Eligibility expires 24 months after establishment, unless the needs of the service and conditions of the list(s) warrant a change in this period.
POSITION DESCRIPTION AND LOCATION(S)	<p>The Community Resources Manager plans, organizes, and directs major programs related to the community which include, but are not limited to: volunteer services, grants and donations, inmate community service projects, Arts in Corrections, inmate/family services, religious programming, and community service projects. Incumbents in this classification work either for a single correctional institution or as a lead in headquarters for a combination of several correctional institutions and other related work.</p> <p>Positions exist throughout the state at various institutions and at Headquarters in Sacramento with the Department of Corrections and Rehabilitation.</p>
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.
VETERANS POINTS/ CAREER CREDITS	Veteran's Preference Points will not be granted in this examination since it does not qualify as an entrance examination under the law. Career credits will not be granted in this examination.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Corrections and Rehabilitations' Office of Selection Services at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS
Community Resources Manager,DOC.doc/a:/JA